

Juggling 101—A Prerequisite for Balancing Time Between your Professional & Personal Activities

APPD 2007

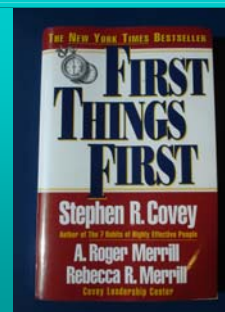
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Our Goals for Today

- To identify what's important both personally and professionally.
- Learn to plan activities based on priorities.
- Identify some helpful time management tips.

First Things First, by Stephen Covey



Your Task Is....

- With 12 sheets of paper on your table, build the tallest tower you can in 5 minutes.
- You cannot use any other materials other than the xerox paper
- When I give the signal, you may begin.

Where do our activities fall?

I. Urgent & Important

- Crisis & some meetings

II. Non-Urgent & Important

- Planning/Prevention & Relationships

III. Urgent & Unimportant

- Interruptions & Phone calls

IV. Non-Urgent & Unimportant

- Busy Work & Excessive TV

Paradigms of Time Management

Traditional

- Efficiency
- Practice
- Management
- Schedules
- Urgent Things

Principle Centered

- Effective
- Principles
- Leadership
- Relationships
- Important "First" Things

What do you want?

- Do you have long range goals?
- What relationships are most important to you?
- What feelings do you seek for each day?



Guidelines for an Effective Lifestyle

- COMMIT to yourself what you want.
- DEFINE your roles, both personal and work related.

“One man cannot do right in one department of life whilst he is occupied doing wrong in any other department. Life is one indivisible whole.”

--Ghandi

Guidelines for an Effective Lifestyle

- COMMIT to yourself what you want.
- DEFINE your roles, both personal and work related.
- ORGANIZE your activities around those roles.

Organize Your Week

- Think of the “week” rather than the “day.”
- Add “shock absorbers” to activities.
 - e.g. Add 15 minutes to meetings/events.
- Keep balance between your roles.



Guidelines for an Effective Lifestyle

- COMMIT to yourself what you want.
- DEFINE your roles, both personal and work related.
- ORGANIZE your activities around those roles.
- Occasionally EVALUATE your effectiveness.

Evaluate

- Have your roles changed?
- Have you encountered any problems or challenges that need attention?
- Have you been keeping “first things first”?

How to Minimize Interruptions

- Set aside time each week just for busy work.
- Avoid saying “It’ll only take a minute.”
- If you can’t say “no”, then say “not right now.”
- Let people know you’re busy when you really are busy.

Buried in Paperwork?

- Don’t underestimate the power of the TRASHCAN.
- Remove your name from mailing and email lists.
- Schedule time for email correspondence.



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Where will you be???

